



DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
606 BARNES AVENUE
FORT GORDON, GEORGIA 30905-5370

REPLY TO
ATTENTION OF:

ATZH-TB

29 April 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter # 13: Use of Digital Signatures

1. Reference.

- a. Forms Content Management Program
- b. Digital Signature Act
- c. Federal Electronic Signature Act

2. Purpose. To establish the use of digital signature in the 15th Regimental Signal Brigade by all personnel (military, civilian, and contractors).

3. Intent. This policy letter authorizes the use of digital signatures for documents and automated systems by all personnel within the 15th RSB. A digital signature is a legal and binding signature that can be used in lieu of handwritten signatures. The preferred method of signature is digital.

4. Definitions: Following is a list of definitions that further clarify the use of digital signatures:

a. **Handwritten signature** means the scripted name or legal mark of an individual handwritten by that individual and executed or adopted with the present intention to authenticate writing in permanent form. The act of signing with a writing or marking instruments such as a pen or stylus is preserved. The scripted name or legal mark is conventionally applied to paper.

b. **Electronic signature** means a computer data compilation of any symbol or series of symbols executed, adopted, or authorized by an individual to be the legally binding equivalent of the individual's handwritten signature.

c. **Digital signature** means an electronic signature based upon cryptographic methods of originator authentication, computed by using a set of rules and a set of parameters such that the identity of the signer and the integrity of the data can be verified. Digital signatures may be accepted in lieu of handwritten signatures.

d. **Initials** mean the first letter of each word in a person's name written in ink with his or her own hand.

e. **Digital initials** means electronic initials based upon cryptographic methods of originator authentication, computed by using a set of rules and a set of parameters such that the identity of the signer and the integrity of the data can be verified. Digital initials may be accepted in lieu of handwritten initials.

f. **Scanned Signature** means a person's handwritten signature that is electronically scanned and reproduced in a pdf format to match the appearance of his or her signature. Scanned signatures may be used in lieu of handwritten signatures only if approved and documented by the individual of the handwritten signature.

g. **Signature block** means a person's name (usually accompanied by his or her title and contact information) that is appended to the end of email messages and other electronic communication when an electronic or digital signature as defined above is not applicable.

h. **Automated systems** requiring digital signature, such as but not limited to Defense Travel System (DTS) and Civilian Human Resource Training Application System (CHARTAS), mandates the use of digital signatures to process action.

i. **Correspondence** is a letter, memorandum for record (MFR), or continuation sheet.

LAYTON.JOSEPH.K.1142966421

JOSEPH K. LAYTON
COL, SC
Commanding

DISTRIBUTION:

Commander, 369th Signal Battalion
Commander, 442nd Signal Battalion
Commander, 447th Signal Battalion
Commander, 551st Signal Battalion
Commander, 73rd Ordnance Battalion
HHC 15th RSB